

Questions to Help You Prepare for Your Supervision Session

Contracting: Starting with the end in mind and agreeing on how you will get there

1. How do you want to use your time?
2. What do you most need to achieve in this session?
3. How could your supervisor be most valuable to you?
4. What in particular do you want to focus on during your supervision session?
5. What would make this session a success, both for you and for your organisation?
6. What do you want to have achieved or shifted before leaving here?

Generating insights into the situation

1. Are there other people involved that you have not mentioned?
2. How do other people (your client, your boss, your colleagues, your team) see the situation?
3. Can you summarise this issue?

Exploring 1: Understanding the personal impact the situation is having on you

1. How are you feeling right now?
2. Are there any feelings you have not expressed?
3. Does this person remind you of anyone?
4. What is it you would like to say to this person?
5. What in you is standing in the way of resolving this?

Exploring 2: Challenging to create new possibilities for future action in resolving the situation

1. Who might be of help to you that you have not consulted?
2. Who has the information that you need?
3. Who has the skills you need?
4. Who has the power to affect change in this situation?
5. Can you think of four different ways to tackle this situation?
6. What is the wildest option you can think of to deal with this situation?



Supporting you in committing to a way ahead and creating the next step

1. What are the pros and cons of each possible strategy?
2. What is your long term objective?
3. What is the first step you need to take?
4. When precisely are you going to do that?
5. Who needs to be involved, consulted or informed?
6. Is your plan realistic? What is the percentage chance of you succeeding?
7. What do you need to do right now to radically increase the percentage chance of success?
8. Rehearse your opening line right now, as if I am the person you need to talk to.

Review: Taking stock

1. What have you decided to do next?
2. What have you learned from this session?
3. In what way have you increased your ability to handle similar situations?
4. What did you find helpful about this supervision process?
5. What did you find difficult about this supervision process?
6. What would you like to improve or do differently the next time you have supervision with your supervisor?
7. When are you going to review this experimental plan you have just committed to?
8. Are you going to have another supervision session, if so when and where?

Adapted from Hawking, P., & Smith, N. (2006). *Coaching, mentoring and organisational consultancy: Supervision and development*. Maidenhead, UK: Open University Press

